

## ESS Read Leave Balances

**Purpose** Use this procedure to view your available leave balances prior to submitting a leave request.

### Helpful Hints



When you change an approved request, you will see double entries on the *Overview of Leave* screen -- both the old and updated requests. Once the change is approved and posted, only the updated record shows.

Type of Leave	From	To	Status	Used
Sick Leave	10/27/2010	10/27/2010	Approved	8 Hours
Sick Leave	10/27/2010	10/27/2010	Approved	4 Hours
<del>Sick Leave</del>	10/19/2010	10/19/2010	Sent	
Sick Leave	10/19/2010	10/19/2010	Approved	2 Hours
Sick Leave	10/18/2010	10/18/2010	Sent	8 Hours

Row 1 of 11



When Department of Personnel is processing payroll you may receive a "Payroll Area 11 Locked" error. If you receive this message during the noon hour, wait about 15 minutes and try your request again. If any other time, it could take up to an hour before you are able to submit your leave request.



Employee Self Service is available to employees who are paid through the State of Washington's central payroll system. ESS does not apply to employees of higher education institutions.



You can go directly to the portal from any supported internet browser by entering this web address: <https://wahrms.wa.gov>. Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 7 or 8 and Mozilla Firefox 3.5. Other browsers may work, but they are not supported.

## Procedure

1. Start all ESS actions by logging into the Washington State HRMS Portal.

**Welcome to Washington State's Human Resource Management Systems**

**HRMS PORTAL**

This is a secure application and available only to Washington State employees.

Logon ID \*

Password \*

**Log on**

[Forgot Password](#)  
[Having Trouble Logging In?](#)  
[More ESS Information](#)



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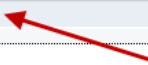
For help logging in see the “Logging In” procedure.

2. Start the action by clicking on the **ESS Applications** tab.

Employee Self-Service My Career

Welcome **ESS Applications** Personal Information Earning Statements ESS Help

Welcome





**Welcome**


3. Click on the **Submit a Leave Request** quick link.


**ESS Applications**


Employee Self-Service applications provide you with easy access to information and services for employees.

 **Personal Information**  
Manage your addresses, emergency contacts, and email address information.  
[Quick Links](#)  
[Addresses and Telephone numbers](#)  
[Emergency Contacts](#)  
[Email Address](#)

 **Earning Statements**  
Display your current or past earning statements.  
[Quick Links](#)  
[Earning Statements](#)

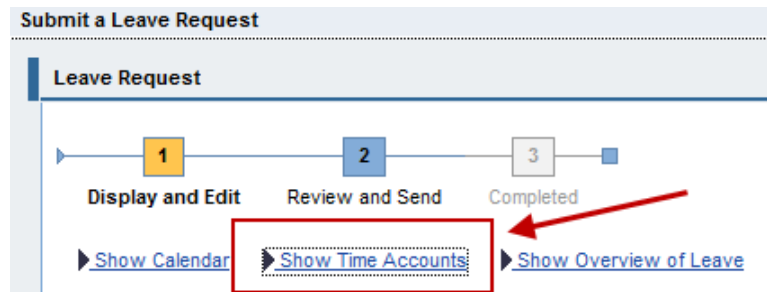
 **ESS Help**  
[Quick Links](#)  
[Addresses Help](#)  
[Emergency Contacts Help](#)  
[Email Address Help](#)  
[Earning Statements Help](#)  
[Submit a Leave Request Help](#)  
[Change / Delete Leave Request Help](#)  
[Read Leave Balances Help](#)

 **Leave Requests**  
Manage on-line Leave Requests  
[Quick Links](#)  
[Submit a Leave Request](#)



4. **Display and Edit**

Click the **Show Time Accounts** link to display your leave balances.



The Overview of Leave link will display all leave records with the specific leave types, dates and statuses.

5. A list of all current leave balances will be displayed. The quota type will only display if the employee currently has an available balance.

Submit a Leave Request

Leave Request

1 Display and Edit 2 Review and Send 3 Completed

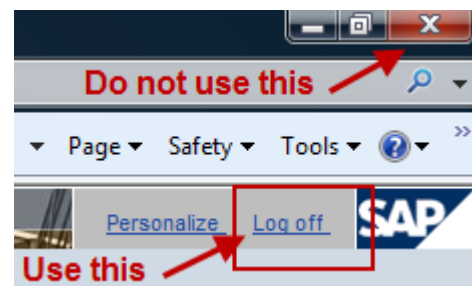
[Show Calendar](#)
[Show Time Accounts](#)
[Show Overview of Leave](#)

The 'Entitlement' will show leave earned up until the last time the leave balances were updated during the last payroll process.  
The 'Remainder' will reflect the requests that have been created and not been rejected.

Time Account	Entitlement	Remainder
Sick Leave	194.10 Hours	182.10 Hours
Annual Leave/Vacation	257.65 Hours	226.65 Hours



**Logging out correctly is important.** When you are done working in ESS, exit the program by clicking on the **"Log off"** link in the upper right-hand corner of any screen. This permits the web browser to shutdown securely, protecting your personal information. **DO NOT** shutdown ESS by clicking on the **"Close X"** in the upper right-hand corner of the screen. This does not close your session down securely.



## Explanation of Time Accounts Table

Time Account	Entitlement	Remainder
<p>Each leave type that has an available balance will be displayed here.</p> <p>Note: Balances for leave types processed outside of ESS (such as shared leave) will not display here.</p>	<p>The entitlement column will display leave balances that are based upon calculations up to and including the current day.</p> <p>It will include leave earned since the last payroll cycle, corrections, absences, and donations/returns <b>taken as of the current day</b>.</p> <p>The leave balances shown in ESS may not match what is shown on earning statements as they do not reflect leave balances as of the current day.</p> <p>This balance does not include future dated requests.</p>	<p>The remainder column will include <b>any</b> leave requests that have been submitted for approval.</p> <p>This includes all requests that are in sent or approved status.</p> <p>If a leave request is deleted or rejected, it will not be part of the balance.</p> <p>This balance includes future dated requests.</p>

## Example of how Time Accounts Table is Updated

**Example 1:** At the end of the payroll period, an employee's leave balances are displayed below.

Time Account	Entitlement	Remainder
Sick Leave	530.5 Hours	530.5 Hours
Personal Holiday – Shift	1.00 Days	1.00 Days
Annual Leave/Vacation	141.5 Hours	141.5 Hours

The employee submits a leave request for 8.0 hours of Sick Leave and the **request is pending approval**. The *Sick Leave Remainder* balance would decrease by 8.0 hours.

Time Account	Entitlement	Remainder
Sick Leave	530.5 Hours	522.5 Hours

Once the request is approved, the *Entitlement* balance would decrease by 8.0 hours if the absence was as of today or before. Future dated absences would be reflected in the *Remainder* column.

Time Account	Entitlement	Remainder
Sick Leave	522.5 Hours	522.5 Hours

If the request was deleted by the employee before being approved or rejected by the approver, the *Remainder* column would increase by 8.0 Hours.

Time Account	Entitlement	Remainder
Sick Leave	530.5 Hours	530.5 Hours

**Example 2:** At the end of the payroll period, an employee's leave balances are displayed below.

Time Account	Entitlement	Remainder
Sick Leave	530.5 Hours	530.5 Hours
Personal Holiday – Shift	1.00 Days	1.00 Days
Annual Leave/Vacation	141.5 Hours	141.5 Hours

The payroll office needs to make a correction to the Annual Leave/Vacation leave balance reducing it by 2.5 hours for a previous date. Both the *Entitlement* and *Remainder* balances would reflect the correction.

Time Account	Entitlement	Remainder
Annual Leave/Vacation	139.0 Hours	139.0 Hours